

# PRINCIPAL PLANNER

FLSA Status – Non-Exempt  
EEO Code – B/Professionals  
Class Code - L209

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## GENERAL DESCRIPTION OF THE DUTIES

Under general direction of the Planning Director, manages, coordinates, and directs the City's major planning efforts, from current planning to long-range projects; interprets laws, ordinance, rules, and regulations for land developers and the general public; assists the Department Director in organizing, integrating, and administering the Department's operations and service delivery; supervises professional and technical department staff; and performs work as assigned. Also assists the Planning Director with fiscal, administrative, and human resource management responsibilities, and acts in that position in the absence of the Director.

The Principal Planner classification is distinguished from the Senior Planner classification by the greater degree of responsibility for technical, administrative, and public policy elements of the Department's work program.

## SUPERVISION RECEIVED

This position works under the general supervision and direction of the Planning Director.

## SUPERVISION EXERCISED

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices, and conduct their performance reviews. Supervises Department staff in the absence of the Director.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Manages complex, highly visible, sensitive, and/or controversial projects. Develops, implements, and tracks work plans to achieve planning and community development objectives. Participates in the development and implementation of schedules, work processes, systems, and procedures to achieve department and Council goals.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the planning program; assists in recommending appropriate service and staffing levels; assists in preparing the department's annual budget, including tracking revenue and expenses through the fiscal year against budgeted projections.
3. Reviews and analyzes development applications and plans. Prepares research reports, plans, maps, and charts related to short- and long-range comprehensive planning, zoning, permits and community development. Confers with developers and the public in both office and field locations. Makes presentations to Planning Commission and City Council regarding plans and ordinance amendments, conditional uses, rezones, etc.

# PRINCIPAL PLANNER

FLSA Status – Non-Exempt

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4. Provides general and technical information and interprets planning laws, ordinances, and codes for land developers, general public, and other City staff. Receives input from citizens and assesses public opinion on planning matters. Administers zoning ordinances and makes recommendations to Planning Commission as appropriate. Serves as professional and technical resource to the Commission and other assigned review bodies; prepares and makes presentations to decision-makers and the public.
5. Prepares grant application forms and administers grants awarded to City. Prepares requests for proposals, reviews consultant qualifications, prepares budgets and tracks expenses. Prepares work programs and timelines, reviews consultant work, prepares progress reports, and other similar tasks associated with completing the required work program.
6. Serves as staff to Planning Commission and represents the City at meetings of various other groups and committees.
7. Maintains and updates Comprehensive Plan and implementing ordinances as required; drafts and processes various ordinance code amendments.
8. Ensures the maintenance of appropriate planning records, maps, and files.
9. Keeps informed of current trends in the planning field, including legislation, court rules, and professional practices and techniques; evaluates their impact on City operations and recommends any needed policy and procedural improvements.
10. Assumes the responsibilities of the Planning Director in the Director's absence.
11. Follows all safety rules and procedures established for work areas.

## OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
2. Maintains work areas in a clean and orderly manner.

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge

- Knowledge of administrative principles and practices, including goal setting, program development, implementation and evaluation, project management and budget administration;

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- Knowledge of organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department and assigned projects;
- Broad knowledge of planning and land use laws, environmental studies, urban design/architecture, geography, report preparation, and presentation methods;
- Knowledge of data gathering and research techniques;
- Knowledge of the design and distribution of questionnaires and other citizen survey tools used in the planning process;
- Knowledge of the theory and methods of formulating land use and other policies;
- Knowledge of the methods used for citizen involvement in planning projects;
- Knowledge of planning applications for land use theory, urban design, economics, municipal finance, land use law, environmental design, resource development, and ecology; and
- Knowledge of computer applications for word processing, desk top publishing, creation of spread sheets, and computer-generated business graphics.

## Skills

- Skill to analyze data gathered and to prepare reports and recommendations;
- Skill to clearly present information in oral, written, graphic, or other form;
- Skill in public speaking for making reports and information presentations about planning and community development activities to citizens, business, and other interest groups;
- Skill in clearly expressing policies, regulations, and procedures orally and in writing;
- Skill in identifying regulatory actions such as the creation of zoning code provisions or changes in the zoning map which will implement the City's land use and other policies;
- Skill in the design of documents to provide information to the public and/or to involve the public in planning issues; and
- Skill in providing a high level of customer service to public and staff, in person, through electronic means, and over the telephone.

## Abilities

- Ability to recommend and implement goals, objectives, and practices for providing effective and efficient services; research, analyze, and evaluate new service delivery methods, procedures, and techniques; evaluate and develop improvements in operations, procedures, policies, or methods;
- Ability to administer complex, technical, and sensitive planning, development, and related programs in an independent and cooperative manner;

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- Ability to use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines;
- Ability to use English effectively, including producing all forms of communication in a clear, concise, and understandable manner to intended audiences;
- Ability to establish and maintain effective working relationships with citizen groups, environmental organizations, and trade associations;
- Ability to work with organizations to facilitate their development of positions on planning related matters or in the development of their planning documents;
- Ability to draft ordinances and resolutions that amend the City's policies and/or codes;
- Ability to prepare reports, including recommendations for the creation or amendment of policy and/or zoning;
- Ability to apply methods of planning to the development of solutions to problems, which involve the creation and/or implementation of policy;
- Ability to manage multiple, high-priority assignments;
- Ability to use computers and learn a variety of computer software programs;
- Ability to work under limited supervision, set up meetings and meeting schedules, and prepare applications for grants;
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds; and
- Ability to communicate effectively with the public, members of outside agencies, and employees.

## **EXPERIENCE AND EDUCATION**

Equivalent to a four year university education in planning, geography, design, or related field, and six years of progressively responsible experience in municipal planning or community development, including significant project management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

## **DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS**

Completion of Master's degree in Urban Planning. Previous Oregon municipal planning experience. Member of the American Institute of Certified Planners (AICP).

## **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 30 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as

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computer keyboard, calculator, motorized vehicle, etc. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

## WORKING CONDITIONS

Majority of work occurs in usual office working conditions. Approximately 10% of the work period takes place outdoors while conducting site inspections or reviews. The noise level in the work environment is typical of most office environments. Attendance at various meetings may require evening work.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 03/13

Revised: